



1401

**JAN 04 2008**

## MEMORANDUM

From: B. E. Viekman, CAPT  
CG PC

A handwritten signature in black ink, appearing to read "B. E. Viekman".

To: R. T. Gromlich, CAPT  
COMDT (CG-44)

Subj: PRECEPT CONVENING A BOARD TO RECOMMEND OFFICERS OF THE COAST  
GUARD RESERVE FOR EXTENSION ON ACTIVE DUTY

Ref: (a) Personnel Manual, COMDTINST M1000.6A

1. Pursuant to the authority provided by article 1.B.2 of reference (a), a Reserve Officer Extension Board is appointed consisting of yourself as President and the following members:

LCDR Clairmont A. Austin, USCGR - Member  
LCDR Mary M. Dean, USCG - Member  
LCDR Laura E. King, USCG - Member  
LCDR Ryan D. Allain, USCG - Member

LT Richard A. Angelet, USCG - Non-voting Recorder

2. The Board shall convene at 0800, 17 Jan 2008, in suite 501, Coast Guard Personnel Command, or as soon thereafter as practicable, for the purpose of considering all eligible reserve officers who have requested extension of their active duty agreements. Members of the Board shall swear or affirm that they will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Coast Guard, perform the duties imposed upon them.

3. The Board may select, on a fully qualified basis, all of the reserve officers applying for extension. Subject to article 14.A.5 of reference (a), the Board is governed by its own judgment as to the criteria for qualification. The Board will be furnished the Personnel Data Record (PDR) and the request for extension from each officer under consideration.

4. Prior to the date the Board submits its report, the Commander, Coast Guard Personnel Command, is authorized to delete the name of any officer whose name is removed from the

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Active Duty Promotion List for any reason. In the event any officer who is a candidate before the Board is removed prior to the date the Board submits its report, the Commander, Coast Guard Personnel Command will provide additional instructions. Any communications to the Board by any officer under consideration will be transmitted under separate cover.

5. If the Board finds that there are officers under consideration who they do not find fully qualified for extension on active duty, their names shall be reported in writing. The Board shall state the specific reasons for arriving at such a finding in writing.
6. The Board shall refer to the provisions of Sections 5.A and 14.A of reference (a) and the enclosed Commandant's Guidance to PY08 Officer Selection Boards in your development of criteria for determining the officers recommended for extension. Section 14.A.3 of reference (a) provides four factors to consider in developing your criteria: performance, professionalism, leadership, and education.
7. You should emphasize to the members of the Board the importance of their obligation to confine themselves to facts of record and not predicate judgments on rumor or hearsay. At the end of your deliberations, all members must be able to say that the officers recommended for extension are, in the opinion of at least a majority of the members of the Board, fully qualified for extension on active duty.
8. The Board shall submit a report in writing signed by all members of the Board. Except for the report of this Board, the proceedings of the Board shall not be disclosed to any person not a member of the Board. You will direct the members of the Board that their recommendations shall be kept confidential until the report of the Board is approved, and the names of officers selected for extension are released to the Service at large.

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Enclosure: Commandant's Guidance to PY08 Officer Selection Boards